

Student Employment Hiring Process

Congratulations on your new job! As a student employee, you are an employee of Lawrence Technological University, and we hope you will represent our university in a professional manner. Below is a brief description of the process to complete your new hire paperwork and receive your first paycheck:

1. Work with your new employer to complete a Lawrence Technological University Employment Application. (Your employer may request assistance from the Office of Career Services if they are not familiar with this process).
2. If you do not already have a Social Security Card, have your new employer complete the Authorization Form (F-1/J-1) appropriate to your status. The first letter will be sent to the Office of International Programs to be authorized and another letter of authorization completed. The Office of International Programs will contact you when appropriate to pick up both letters. Both letters must be taken to the local Social Security Administration Office to request a Social Security Card.
3. If you are applying for a Social Security card, be aware the application process takes approximately 2-4 weeks. When you receive your card, sign it immediately and bring it to your employer to be copied. You are not eligible to work until the university has received and processed your hiring paperwork with your social security card.
4. With your completed application for employment, please provide the following documents:
 - a. For domestic students, a social security card and drivers license, or a current passport.
 - b. For international students, an I-20/DS2019, I-94, current Visa and a Social Security card.
 - c. All students will be requested to provide a "VOIDED" blank check from their checking account in order to complete the direct deposit form.
5. When the process is complete, you will be notified by the payroll department via e-mail that your employee account has been set up and you can begin to enter your hours into the BannerWeb system. Instructions for timesheet reporting in BannerWeb are available on the Career Services main webpage under "LTU Student Employment" and in the Office of Career Services if you need a copy.

Again, welcome to the Lawrence Technological University team! Please contact the Office of Career Services at 248-204-3140 or email ltuocs@ltu.edu if you have any questions.

Thank you!